

# TOHONO O'ODHAM NATION

**PLEASE POST**

**HUMAN RESOURCES OFFICE**  
P.O. Box 837 ~ Sells, Arizona 85634  
Phone: (520) 383-6540 ~ Fax: (520) 383-4676  
Website: [www.tonation-nsn.gov](http://www.tonation-nsn.gov)



## Job Summary - August 5, 2013

<u>HR</u> <u>210</u>	<u>Department/Program/Division</u>	<u>Job Title</u>	<u>Note</u>	<u>Opening</u> <u>Date</u>	<u>FY 2013 Salary</u>
<b>Executive Office</b>					
3371	Gaming	Gaming Inspector	CR	7/29/2013	\$ 19.01
<b>Justice</b>					
3211	Advocate	Advocate	CL	7/29/2013	\$ 40,531.00
<b>Department of Health and Human Services</b>					
3163	Behavioral Health	Behavioral Health Therapist		5/13/2013	\$ 51,883.00
3347	Community Health Services	Program Supervisor		7/22/2013	\$ 51,883.00
3374	Family Assistance	Eligibility Specialist		7/22/2013	\$ 16.80
<b>Department of Education</b>					
3360	Early Childhood - Site: Sells	Child Care Specialist		7/1/2013	\$ 9.29
3368	Early Childhood - Site: San Xavier	Child Care Specialist		7/22/2013	\$ 9.29
3110	Early Childhood - Site: Santa Rosa	Teacher Aide/Driver		11/26/2012	\$ 14.49
3310	Early Childhood - Site: Sells	Teacher Aide/Driver		4/29/2013	\$ 14.49
3105	Early Childhood - Site: Pisinemo	Teacher Aide/Driver		10/22/2012	\$ 14.49
3009	Johnson O'Malley	Program Coordinator (Part-Time)		5/13/2013	\$ 19.49
3344	One Stop	Program Manager, Senior		7/1/2013	\$ 69,777.00
3080	Recreation - Site: Hickiwan	Office Specialist	CL, CR	7/29/2013	\$ 12.49
3268	Recreation - Site: Hickiwan	Water Safety Specialist (Occasional)		3/4/2013	\$ 11.32
3262	Recreation - Site: Menager's Dam	Principal Lifeguard (Occasional)		3/4/2013	\$ 12.49
3264	Recreation - Site: Pisinemo	Principal Lifeguard (Occasional)		3/4/2013	\$ 12.49
3269	Recreation - Site: Pisinemo	Water Safety Specialist (Occasional)		3/4/2013	\$ 11.32
3266	Recreation - Site: Sells	Principal Lifeguard (Occasional)		3/4/2013	\$ 12.49
3267	Recreation - Site: Sells	Water Safety Specialist (Occasional)		3/4/2013	\$ 11.32
<b>Department of Natural Resources</b>					
3296	Administration	Natural Resources Technician		7/22/2013	\$ 20.47
3376	Rodeo and Fair	Rodeo and Fair Coordinator	<b>New</b>	8/5/2013	\$ 20.47
<b>Department of Public Safety</b>					
3362	Law Enforcement	Assistant Police Chief		7/15/2013	\$ 85,017.00
3352	TERO	TERO Compliance Officer		7/8/2013	\$ 21.51

## ATTENTION ALL APPLICANTS!!!

**Open Until Filled:** Apply during the first 10 working days to assure you are in the first group to be interviewed if qualified.

**Current Employees:** must be in your current position for six (6) months prior to applying for another job opening. (Section III. H.h)  
This provision may be waived if it is in the best interest of the Nation. Employees applying for transfer or promotional opportunities must advise their supervisor that they are competing for other position.

**NOTE:** All regular, temporary, full-time, part-time clerical positions under the Tohono O'odham Nation's Executive Branch will be filled from the established "Clerical Roster." Applicants are required to be tested in order to be considered for any clerical positions, except Receptionist.

### FOR CLERICAL TESTING

Clerical testing is reserved for Monday-Friday 8:30am-10:30am and 1:30pm - 2:30pm. If applying for any clerical positions, please contact Human Resources at (520) 383-6540 to schedule an appointment.

### IT IS IMPORTANT TO KEEP YOUR SCHEDULED APPOINTMENTS!!

## APPLYING FOR POSITIONS

**HOW TO APPLY:** Submit the following: (1) a signed & completed Tohono O'odham Nation employment application, (2) a signed & completed Authorization to Release Information document, (3) a signed & completed Background/MVR Investigations document, (4) if claiming Indian Preference, submit a certified document of Indian Blood certificate (C.I.B.) OR a copy of Tribal Enrollment Card, (5) and resume, high school diploma, transcript of college courses, (3) letters of reference, copy of Arizona driver's license, 39 month motor vehicle record to the TOHONO O'ODHAM NATION, HUMAN RESOURCES OFFICE.  
Applications and supporting documents become the property of the Tohono O'odham Nation.

**Indian Preference** and Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nations, (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

### OPEN CONTINUOUS RECRUITMENT

<u>DEPARTMENT</u>	<u>POSITION (S)</u>	<u>CLOSING DATE</u>
Police Department	Police Officer	Open Continuous
Police Department	Ranger	Open Continuous
Police Department	Public Safety Dispatcher (CL) (CR)	Open Continuous
Police Department	Corrections Officer (CL) (CR)	Open Continuous

### OTHER EMPLOYER'S RECRUITMENT

#### Intermountain Centers for Human Development

**Position:** In-Home Counselor (Children's and Adult's Services) - Tohono O'odham, Sells, AZ  
Please contact I.C.H.D. Human Resources at (520) 721-1887 ext. 5217 or [www.ichd.net](http://www.ichd.net)



# TOHONO O'ODHAM NATION, EXECUTIVE BRANCH HUMAN RESOURCES OFFICE

3376

P.O. Box 837; SELLS, ARIZONA 85634 · PHONE: (520) 383-6540 · FAX: (520) 383-4676

## JOB ANNOUNCEMENT

**JOB TITLE: RODEO AND FAIR COORDINATOR**  
**SALARY: \$20.47 PER HOUR, PLUS BENEFITS**

**OPENING DATE: August 5, 2013**

**CLOSING DATE: Open Until Filled**

*NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.*

**STATUS: Probationary/Permanent, Full-Time**

**HRS/WK: Non-Exempt**

**DEPARTMENT: Natural Resources/Administration**

**JOB LOCATION: Sells, AZ**

**POSITION SUMMARY:** Under general supervision, accomplishes the program objectives by effectively coordinating, planning, organizing and supervising all functions required to coordinate and operate the Tohono O'odham Nation's (Nation) annual Rodeo and Fair activities and services..

### MINIMUM QUALIFICATIONS:

- Associate's Degree in Event Planning, business management, or closely related field and four years' work experience in coordinating rodeo and fair programs, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years).
- Must meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Must submit a 39-month MVR with the employment application.
- Based on the department's needs, incumbent may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nation's or tribes, (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

**"The Tohono O'odham Nation is an "Alcohol/Drug Free Work Place"**